



16-19 Bursary Fund

Application Form



The 16-19 bursary and application process

At Post 16 financial support is available to eligible students from the 16 to 19 bursary fund. The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

The bursary for students in the vulnerable group can be up to £1200. You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups.

We use the bursary to provide students with support to fund:

- Transport
- Books
- Equipment
- Field trips that are essential to the course and other course-related costs
- The costs of attending university interviews and open days
- Specialist clothing

These items will either be purchased on your behalf or you will be reimbursed or partially reimbursed following production of receipts/proof of payment. No cash payments can be made.

How to apply

Applications should be made on the 16-19 Bursary Fund Application Form. You must ensure that all questions on the attached application form are answered clearly and attach relevant supporting documents.

Please give exact information, and include a print out of any supporting documents. Please include details of the equipment / travel costs that you would like to be considered for financial support. The information disclosed will only be shared with the College Bursary Committee for decision making purposes. The application form and copies of the evidence will also be securely kept for audit purposes.

Please return your completed form and supporting documentation to Mrs Jane Rowe (Mon, Tue, Wed) or Ms Anna Skinner (Fri) in the Post 16 centre by Friday 26 September.

All eligible financial support will be subject to compliance with the Post 16 attendance criteria.

16-19 Bursary application form:

Name of student	
Tutor Group	
Home Address	

PART A: Bursary for vulnerable groups

1.	A student who is in receipt of income support (not the parent/carer)	Yes	No
2.	A care leaver or in care (looked after)	Yes	No
3.	A student in receipt of Employment Support Allowance and at the same time in receipt of Disability Living Allowance	Yes	No
4.	Are you a young person in receipt of income support	Yes	No

If you have answered yes to any of the questions 1-4 you do not need to complete any of the other questions.

If you answered yes to the questions above, please attach evidence with your application form.

PART B: Discretionary bursary:

5.	Are you eligible for free school meals?	Yes	No
6.	Do you or your parent/carer hold an NHS Tax Credit Exemption Certificate?	Yes	No

If you answered yes to question 5 or 6 please attach evidence with your application

7.	What is your gross household income? (see further details below)	
----	--	--

Discretionary bursary:

If your total gross household income is less than £25,000 you will be able to apply for a discretionary bursary award. Evidence of the household gross income will be required and may include:

- P60 or 2 months' pay slips or 4 weekly slips dated within 3 months
- Universal credit and earnings above £7,400 per year – all pages of the latest 3 awards statements showing earning for each period
- Council Tax Reduction – all pages of an official letter showing ongoing benefit for 2023 onwards
- Child Tax Credit and Income above £17,005 per year- all pages of the most recent tax credit award or bank statements showing 3 consecutive payments dated within 3 months

The above information need only be provided once each year at the first request for bursary support.

What specific financial support do you need?

Specific need	Subject being studied (please specify)	Estimated Cost (please specify)
Essential Books & Equipment (not already provided):		
Subject 1		
Subject 2		
Subject 3		
Subject 4		
Educational Visits (supporting the Curriculum):		
Transport		
Travel to University Open Days:		
Fees for university admissions tests		
Total sum requested		

For Office Use:

Date Received:		
Vulnerable :	Discretionary :	Evidence :
Payment : £	Authorised :	